

HS 5/5  
FI + CB 5/12

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Apr 23, 2026

File ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 7852	<b>Original Purchase Order Date:</b> Oct 1, 2025	<b>Change Order #:</b> 7	<b>Department:</b> Community Services
<b>Vendor Name:</b> Nortek Environmental, Inc.		<b>Vendor #:</b> 12750	<b>Dept. Contact:</b> David Stuckey
<b>Action Requested and Reason for Change Order Request:</b> To increase total amount of PO LIHEAP Furnace to fund payment of additional clients. Increase Line 3: Description 1 LIHEAP FURNACE VOUCHER PROGRAM Program Description 2 LIHEAP PROG PY26 Company: 5000, AU: 1420, Account Code: 53090, Activity Code: 26-224028 Increase by \$75,000			

### IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

A	Starting Contract Value	\$80,000.00
B	Net \$ Change for Previous Change Order	\$9,999.00
C	Current Contract Amount (A + B)	\$89,999.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$75,000.00
E	New Contract Amount (C + D)	\$164,999.00
F	Cumulative Change Order Amount (B + D)	\$84,999.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	106.25%

### DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

### DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

**Summary Explanation** - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

The contractor has received more work than originally anticipated, need to increase the PO to accommodate the additional work.

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

This contractor was selected by RFP.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.


1. Approve the increase to be able to pay Nortek for the emergency furnace program so our low income residents have heat.
2. Deny this request and risk compliance issues with our LIHEAP grant and put low income clients at risk of having no heat.
3. Do nothing and violate the prompt payment act.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

Increase by \$75,000

LIHEAP Furnace Voucher Program PY26 CO: 5000 AU: 1420 AC: 53090 Act. Code: 26-224028

**APPROVALS** - Initials Only

HS	6147	Apr 23, 2026	GSA	6444	Apr 23, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		4/27/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	